

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Analyst – Administrative Services	<u>Revision Date:</u> 03/2018
		<u>EEO Code:</u> Professional
		<u>Status:</u> Exempt (Admin.)
		<u>Control No.</u> 30387

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Finance/Administrative Services Director performs various projects relating to finance, human resources, data analysis, information systems, budget, and auditing. Assists the Director in his/her assigned duties.

III. Essential Duties:

- Performs financial, data, information systems analysis and projects for the department of Administrative Services, including the areas of finance, human resources, information systems, and capital facilities.
- Assist departments as assigned by the Director in quantitative and qualitative studies, audits, or analysis.
- Performs projects related to software upgrades and new software implementation – including enterprise resources planning (ERP) software and other financial, enterprise or citizen facing software.
- Help prepare the annual budget for the city.
- Updates annual schedules and data sets at the regular intervals such as the time of budget preparation, and monitor fee payments for accuracy, compliance and completeness.
- Performs revenue audits – business license, sales tax, franchise tax, property tax.
- Conduct studies and perform special projects as assigned by the Director.
- Collect pertinent information through research, audits, surveys, etc.
- Analyze information using statistics, regression analysis, and spreadsheet calculations.
- Assist in preparing presentations for elected officials, executive, employees and the public.
- Present results through reports, graphs, spreadsheets, charts.
- Assist in preparing presentations for elected officials, executives, employees and the public.

IV. Miscellaneous Duties

- Act as liaison between the Administrative Services department and other City departments.
- Assist with preparation of the City's comprehensive annual financial report.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Bachelor's degree in public administration, finance, economics, accounting, business, information systems, or related field. Master's degree in public administration, business administration, information systems management, or accounting preferred.

**Experience:** Some related work experience; may substitute an equivalent combination of education and experience.

**Certificates/Licenses:** Requires a valid Utah Driver's License.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Finance, economics, accounting, information systems, data management and analysis principles and practices; governmental accounting and program budgeting preferred; application of theories/organizational management to a governmental entity; computer software including word processing, spreadsheets, databases, MS Office 365 applications, and other data analysis software preferred.

**Responsibility for:** Great responsibility for the care, condition, and use of materials, equipment, tools, etc.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; frequent contacts involving the carrying out of programs and schedules; influencing of others to obtain the desired results; must have excellent written and verbal communication skills.

**Tool, Machine, Equipment Operation:** Requires regular use of a personal computer (spreadsheet, database and word processing), printer, copier, and telephone system.

**Analytical Ability:** Communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and other city employees; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations; ability to analyze data and assist in implementing to data related programs and initiatives.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Dept/Division Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Personnel Dept. Approval: \_\_\_\_\_ DATE: \_\_\_\_\_